

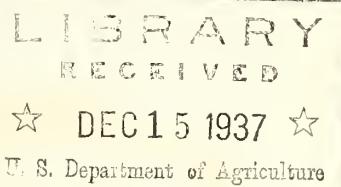
## **Historic, Archive Document**

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United States Department of Agriculture  
Bureau of Biological Survey



INSTRUCTIONS FOR TYPING BIOLOGICAL SURVEY MANUSCRIPTS

In order to expedite the editorial handling of manuscripts that are to be published, authors and typists are requested to observe the instructions on mechanical form here outlined. For detailed instructions as to capitalization, spelling, use of figures and abbreviations, compounding, punctuation, and other requirements for official publications, consult the Style Manual of the Government Printing Office.

Number of copies.--Make one ribbon and one carbon copy for submission and as many extra carbons as may be needed by the Division.

Page numbers.--Number pages at foot, center.

Margins.--Allow at least 1-inch margins, to permit entry of editorial marks and printing directions.

Spacing.--Single space the Contents and strictly quoted matter that is to be set in smaller type. Double space the rest of the manuscript (including footnotes and legends).

Paragraphing.--Begin each page with a new paragraph, indenting first line seven spaces. When there is not room for another whole paragraph, leave the lower part of a page blank or else single space the last two or three lines to complete a paragraph that if double-spaced would run over.

First page.--Leave the upper third of the first page blank to provide space for the Editorial Office to paste in the heading of the publication series.

Headings.--When there are only two series of center headings in the text make (1) the main headings CAPS underscored and (2) the sub-headings CAPS WITHOUT UNDERSCORING. Make additional series as follows: (3) Caps and Small Letters Underscored; (4) Caps and Small Letters without Underscoring; and (5) indented sideheads of Cap and small letters underscored followed by period and dash (as in the sidehead of this paragraph). For mimeographed leaflets use a single series of center headings as in (3) above.

Contents.--Arrange in two single-spaced columns, separated by a vertical rule (made of colons), with spaced periods leading across to page number and with horizontal rules (made of 8 hyphens) above and below. As a rule, include only the main headings and the first subheadings, indenting the subheadings two spaces and all overruns three spaces.

Example:

Contents

Page :	Page
Introduction . . . . .	: Routes of migration--Continued.
Mystery of migration . . . . .	: Pacific coast route . . . . .
Historical accounts. . . . .	: Arctic routes . . . . .
Theories of causes of mi- gration . . . . .	: Influence of weather on migra- tion . . . . .
Routes of migration. . . . .	: Conclusions . . . . .
Atlantic coast route . . . . .	: Bibliography. . . . .

Quoted matter.--If quotation is 3 or 4 lines long, thus making it desirable to set it in smaller type, single space it, beginning it on a new line (flush or with paragraph indentation, according to the original) and making all subsequent lines flush, and omit quotation marks. If quotation is short, run it in as part of text and enclose it in quotation marks.

Footnotes and text-figure legends.--Insert footnotes and text-figure legends (double spaced) immediately after the completed text lines in which references to them are made. Separate them from the text proper by flush rules, made of 15 hyphens.

Number footnotes consecutively throughout the manuscript from 1 to 99 and then begin again with 1. Elevate the reference figure to and in a footnote slightly above the line (using underscore and slant keys, thus: 1/). Treat footnote as a paragraph, beginning it with indented reference figure and making all subsequent lines flush. Example:

---

1/  
    Taken in part from Bailey (1906) and in part from lists of plants collected or identified by the writer.

---

Begin a text-figure legend with the word FIGURE in CAPS followed by its number, a period, a dash, and the rest of the legend in Cap and small letters not underscored and end with a period. If the legend con-

tains one line, center it; if two lines, begin the first flush and center the second; if three or more lines, use hanging indentation, that is, begin first line flush and indent all others three spaces. If there is a photographic negative number, enter it just above the legend at the extreme right. Example:

B4l93M

FIGURE 15.--Range of the California and Oregon jack rabbits in Oregon: 1, Lepus californicus californicus; 2, L. c. wallawalla. Type locality is circled.

Illustrations.--Number (arabic numerals) text figures and plates, in separate series, in order of their insertion. Refer to each at least once in the text, making first reference to figure/plate 1 before first reference to figure/plate 2, etc. Type plate legends (indenting as in text-figure legends) following the text, beginning on a new page and making two extra copies for the Editorial Office.

Tables.--Type each table on a separate sheet, immediately following the paragraph containing the first reference to it, as tabular matter is handled separately from text during composition. Begin the table heading with the word TABLE in CAPS followed by its number, a period, a dash, and the rest of the heading in Cap and small letters underscored, without a period at the end. If the heading contains one line, center it; if two lines, begin the first flush and center the second; if three or more lines, use hanging indentation, as in text-figure legends, but do not end with a period. Example:

TABLE 1.--Wild-rabbit skins collected from shelterbelt area for study of possible commercial value

Scientific names.--Underscore names of genus, species, and subspecies (except in bibliography and tables) and begin the name of the genus with a cap. Begin other scientific names (family, order, class, etc.) with a cap but do not underscore.

State.--Begin the word State (and Federal) with a cap. Abbreviate the name of a State when it follows the name of a town, city, or county.

Numerals.--Arabic numerals are usually preferable to roman. Spell numbers at the beginning of a sentence, fractions, and enumerations less than 10 (except as noted in next sentence). Use figures for quantities and measurements (including age, clock time, dates, decimals, money, and percentage), for isolated numbers of 10 or more, and for two or more enumerations within a sentence any one of which is 10 or more. Examples: Three men each worked three-quarters of an hour. We saw five horses and six sheep. We saw 16 sheep. We saw 5 horses and 16 sheep.

Dashes.--Whenever dashes are indicated in the text, use two hyphens without space on either side. Example: The birds--a mallard, a shoveler, and a shorebird--were dead. Note that in a series of three or more words, the "and" does not take the place of the comma; for other matters of punctuation follow the Style Manual rules carefully.

Bibliography.--Make text references to the bibliography (except in the North American Faunas) by arabic numerals underscored and in parentheses. Example:

Austin (1) and other writers (3), (9), (17) have observed this habit in trapped birds.

Begin the bibliography on a new page. Type entire title (including proper names) in small letters, with no underscoring. For spacing and indentations, follow the general form of bibliographies in the Department's series of publications. Unless the arrangement is to be chronological (which is rare), list references alphabetically by authors (giving name in full, if possible) numbered consecutively (except in the North American Faunas) with arabic numerals in parentheses, flush. Example:

(1) Austin, Oliver Luther, Jr.

1928. migration-routes of the arctic tern (*sterna paradisaea brunichii*). Northeastern Bird Banding Assoc. Bull. 4: 121-125.

Submission for Chief's approval.--For every manuscript that is to be published (or mimeographed for public distribution) there should be prepared, along the lines of the guide on page 5, a transmittal memorandum addressed to the Chief of Bureau, to be signed by the Section Head and approved by the Division Chief. At the same time that the Division Chief submits this memorandum and the manuscript to the Chief of Bureau, he should send a carbon copy of it, together with a carbon copy of the manuscript (without illustrations), to the Editorial Office.



Wm. H. Cheesman,  
Editor.

Approved:

J. A. G. Sheldon  
Chief, Division of  
Public Relations.

Approved:

John V. Goulden  
Chief of Bureau.

BUREAU OF BIOLOGICAL SURVEY  
Division of

Date \_\_\_\_\_

MEMORANDUM FOR THE CHIEF OF BUREAU:

Submitted herewith, with the recommendation that it be approved for editing and publication (or mimeographing), is a manuscript as follows:

1. Title:
2. Author: (Include author's official title.)
3. Manuscript pages: (Give total, as numbered at foot of pages, center.)
4. Illustrations: (Give total number of plates, figures, charts, etc., all of which should accompany manuscript.)
5. Legal authority under which the work reported upon was done:
6. Publication series deemed appropriate:
7. Need and purpose of publication:
8. Timeliness: (For first edition and in subsequent years if of seasonal character.)
9. Proposed distribution: (State classes and number of franks that will be supplied in addition to Bureau mailing lists and give title or code of appropriate mailing lists of any other Bureaus.)
10. Statement of technical workers of this or other Bureaus consulted regarding preparation of manuscript: (Attach copies of correspondence, if any, showing cooperative approval.)

(Signature) \_\_\_\_\_  
In Charge, Section of \_\_\_\_\_

Approved (\_\_\_\_\_) :

(Signature) \_\_\_\_\_  
Chief, Division of \_\_\_\_\_

Approved for editing and publication  
(\_\_\_\_\_) :

(Signature) \_\_\_\_\_  
Chief of Bureau.

(cc to Editor with cc of MS)

